



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, May 7, 2003

4:00 P.M., Room 107

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I. CALL TO ORDER

The meeting was called to order by President DeForest at 4:07 p.m.

Others present: Commissioners Murdaugh and Smith; Civil Service Personnel Director Karen Scholle; Personnel Analyst Sue Sutherland.

II. MINUTES

Motion by Commissioner Murdaugh, support by Commissioner Smith, to approve the April 2, 2003 meeting minutes as written.

VOTE: Three yeas, zero nays. Motion carried.

III. ACTION AGENDA

FMLA Requests for Leave of Absence

Motion by Commissioner Smith, support by Commissioner Murdaugh to approve the FMLA leave of absence requests for Brandon Gunia and Chris Martinez pending securing the needed appropriate signatures.

VOTE: Three yeas, zero nays. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

Reallocation/Reclassification Proposed Policy

Per the request of the Equal Opportunity Committee, a policy proposal has been submitted to the City Manager for review.

V. STATUS OF RECRUITMENTS

- A. Account Clerk 2003:** Forty-three applications on file.
- B. Assistant City Engineer:** Position on hold per City Engineer's request.
- C. City Seasonals2003:** 218 applications on file; hiring is underway.
- D. Clerical Assistant/Clerk's Office:** Position on hold per City Clerk's request.
- E. Electrical Inspector:** A contingent offer has been made, pending passing pre-employment exams.
- F. Engineering Aide:** Thomas Ketchum began employment with the Engineering Department on April 14, 2003; one more position to be filled.

- G. **Firefighter 2003:** 134 applications on file with 5/31 deadline.
- H. **Police Clerk 2002:** Stacey Smith began employment with the Police Department on April 14, 2003. Police Records Bureau is now at full staff.
- I. **Police Clerk 2003:** Fifty-one applications on file.
- J. **Police Officer 2002:** Adam Dent began employment on March 31 and Timothy Bahorski began on April 14 as Police Officers.
- K. **Police Officer 2003:** Oral interviews held the week of April 28, 2003.
- L. **Water Plant Operator:** Waiting on Plant Supervisor's decision for next step.

III. APPOINTMENTS

A. New Appointments

Permanent

Adam Dent, Police Officer, 3/31/03.

Timothy Bahorski, Police Officer, 4/14/03.

Stacey Smith, Police Clerk, 4/14/03.

Seasonal/Part Time

Terri Argetsinger, Park Ranger, 4/28/03.

Kristi Baker, Park Ranger, 4/28/03.

James Berkel, Facility Supervisor II, 3/16/03.

Marsha Bouwman, Park Ranger, 4/28/03.

Valarie Cassette, Parks Intern, 4/7/03.

Brett DeCou, Marina Aide, 3/30/03.

Chad Earnest, Park Ranger Captain, 3/24/03.

Matthew Hagey, Park Ranger, 4/28/03.

Thomas Ketchum, Engineering Aide, 4/14/03.

Elon Martin, Park Ranger, 3/31/03.

Jessica McGettigan, Marina Aide, 3/30/03.

Dawn Porter, Playground Supervisor, 4/7/03.

Kevin Santos, Marina Aide, 4/7/03.

Howard TenHove III, Park Ranger, 4/28/03.

Rick Versalle, Softball Supervisor, 3/22/03.

David Wikman, Harbormaster, 3/16/03.

B. Promotions:

Permanent Employees

Seasonal/Part Time

C. Transfers

Permanent Employees

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Paul Christiansen, Acting Fire Captain, 4/18/03.

Timothy Rosema, Acting Battalion Chief, 4/11/03.

Ruthanne Simila, Acting Fire Lieutenant, 4/18/03.

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Gordon Cole, Fire Lieutenant, Group 1 offense, first violation,
4/7/03.

Ron Linstrom, Fire Battalion Chief, Group 1 offense, first violation,
4/4/03.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Garrett Anguilm III, Leisure Services Maintenance Worker III, 7-days
suspension,
unserved, for Group 1 offense, fourth violation, 4/18/03.

Seasonal/Part Time

Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Eric Nelson, Police Officer, 4/5/03.

Dean Roesler, Police Lieutenant, 4/23/03.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

Al Hairston, Program Leader, 11/13/02.

Dana Judd, Program Leader, 12/13/03.

C. Other

Deceased

Permanent Employees

Mary Gross, Finance Clerk, 4/17/03.

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Building Construction: Noncombustible

Robert Lynch, Firefighter, 2/12/03.

Keith McMillan, Firefighter, 2/12/03.

Major Metcalf, Fire Marshall, 2/12/03.

Building Construction: Principles

Keith McMillan, Firefighter, 2/21/03.

Clearance Tech

Marc Johnson, Housing Rehab Inspector, 3/31/03.

Detection of Arson & Suspicious Fires

Keith McMillan, Firefighter, 2/24/03.

Robert Lynch, Firefighter, 2/24/03.

Fire Inspector I

Curtis Adams, Acting Fire Inspector, 4/2/03.

Fire Officer I

Carl Eigenauer, Fire Captain, 4/2/03.

Fire Service Supervision – Team

Robert Lynch, Firefighter, 2/20/03.

Fire Service Supervision – Personal

Robert Lynch, Firefighter, 2/19/03.

Keith McMillan, Firefighter, 1/31/03.

Major Metcalf, Fire Marshall, 2/19/03.

Intro. To Fire Insp. Principles & Practices

Robert Lynch, Firefighter, 2/27/03.

Investigation of Gas & Electric Appliance Fires

Curtis Adams, Acting Fire Inspector, 4/25/03.

Major Metcalf, Fire Marshall, 4/25/03.

Managing Co. Tactical Operations – Decision

Keith McMillan, Firefighter, 2/8/03.

Managing Co. Tactical Operations – Preparing

Keith McMillan, Firefighter, 1/25/03.

Managing Co. Tactical Operations – Tactics

Robert Lynch, Firefighter, 2/11/03.

Keith McMillan, Firefighter, 3/1/03.

Major Metcalf, Fire Marshall, 2/11/03.

Hazmat First Responder – Operations

Scott Campau, Firefighter, 1/14/03.

Brian Lenoir, Firefighter, 1/14/03.

Records & Reports

Keith McMillan, Firefighter, 1/18/03.

B. Letters of Commendation

Scott Anderson, Police Officer, received a letter of appreciation from Anthony Kleibecker, Police Chief, for his assistance during the Spring 2003 Citizen's Police Academy, 4/7/03.

Mark Baker, Police Sergeant, received a letter of appreciation from Heidi Weipert from Every Woman's Place, for his prompt and professional assistance with her client, a victim of domestic assault, 4/2/03.

Kelley DeFrench, Utilities Supervisor, received a letter of appreciation from Robert Kuhn, Public Works Director, for his work on the "Bring Our Daughters and Sons to Work Day", 4/25/03.

Thomas Fine, Police Sergeant, received a letter of appreciation from Heidi Weipert from Every Woman's Place, for his prompt and professional assistance with her client, a victim of domestic assault, 4/2/03.

Jeff Geiger, Police Officer, received a letter of appreciation from Heidi Weipert from Every Woman's Place, for his prompt and professional assistance with her client, a victim of domestic assault, 4/2/03.

Kevin Herbert, Senior Water Operator, received a letter of recognition from Robert Kuhn, Director of Public Works, for his efforts in seeking certification of using alternative methods of detection of coliform and E-coli contamination in Muskegon's drinking water supply, 11/25/02.

Linda Kohn, School Crossing Guard, received a letter of appreciation and congratulations from Anthony Kleibecker, Police Chief, for her actions in reporting a serious abuse and neglect condition for a family of children in her Crossing Guard neighborhood, 3/25/03.

Wayne Peterson, Computer Technician, received a letter of appreciation from Anthony Kleibecker, Police Chief, for his assistance during the Spring 2003 Citizen's Police Academy, 4/7/03.

David Richard, Landscape Horticulturalist/Specialty Grower, received a letter of appreciation from Katy Neumann, Chair person for Career Exploration Days 2003, for his participation in the Eighth Annual Career Exploration Days at Muskegon Community College, 3/21/03.

David Richard, Landscape Horticulturalist/Specialty Grower, received cards and letters of appreciation from school students at Steele Middle School, Orchard View Middle School, and Spring Lake Middle School for his participation in the Eighth Annual Career Exploration Days at Muskegon Community College, 3/21/03.

David Robb, Firefighter, received a letter of commendation from Mark Johnson, Fire Captain and Patrick Simpson, Fire Chief, for his prompt action and treatment of an ill citizen discovered on a City of Muskegon street, 3/26/03.

Dave Stafford, Police Officer, received a letter of appreciation from Heidi Weipert from Every Woman's Place, for his prompt and professional assistance with her client, a victim of domestic assault, 4/2/03.

Chuck Tazelaar, Leisure Services Maintenance Worker II, received a letter of appreciation from Katy Neumann, Chair person for Career Exploration Days 2003, for his participation in the Eighth Annual Career Exploration Days at Muskegon Community College, 3/21/03.

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Chuck Tazelaar, Leisure Services Maintenance Worker II, received a letter of appreciation from Robert Kuhn, Public Works Director, for his work on the "Bring Our Daughters and Sons to Work Day", 4/25/03.

Andy Twork, Inventory Stock Clerk, received a letter of appreciation from Robert Kuhn, Public Works Director, for his work on the "Bring Our Daughters and Sons to Work Day", 4/25/03.

Terees Williams, DPW Clerk, received a letter of appreciation from Robert Kuhn, Public Works Director, for her work on the "Bring Our Daughters and Sons to Work Day", 4/25/03.

Bernadette Young, Park Supervisor, received a letter of appreciation from Robert Kuhn, Public Works Director, for her work on the “Bring Our Daughters and Sons to Work Day”, 4/25/03.

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C. Reassignment of Duties

X. OTHER BUSINESS

March 2003 expenditure for Manpower Temporary Services, 1 temp employee, Office Services only, \$1,348.49.

March 2003 expenditure for Kelly Temporary Services, 1 temp employee, Office Services only, \$1,313.49.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 4:17 p.m.

Submitted by,

Karen A. Scholle
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(05 03 CSC Minutes)